



Arizona Department of Education  
**Research and Evaluation**  
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## MEMORANDUM

**TO:** District Superintendents, Principals and Charter School Administrators

**FROM:** Alphonse Damas, Ph.D.  
Director of Integrated Data Management  
Research and Evaluation

**DATE:** September 27, 2006

**SUBJECT:** Release of the Fiscal Year 2006 School Report Cards  
(REF# RE-06011-E)

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There are four (4) things you should know about the release of the School Report Cards for academic year 2005-2006 (i.e., fiscal year or FY 2006). These items are first highlighted in Section 1 and described in greater detail in Section 2. We then describe in Section 3 the responsibilities of the Arizona Department of Education (ADE), Local Educational Agencies (LEAs), and schools regarding the School Report Cards for fiscal year 2006. Finally, we provide the release dates and deadlines for the submission of information relating to the fiscal year 2006 demographic data.

### Section 1: Four Key Things You Should Know About the FY 2006 School Report Cards

Outlined below are the four (4) key things you should know about the fiscal year 2006 release of the School Report Cards:

1. The projected public release date of the FY 2006 School Report Cards (SRCS) is December 15, 2006;
2. The FY 2006 SRCS will represent the first time both the school demographic information and the AIMS data will be in fiscal alignment;
3. Requests for hard copies of the School Report Cards will be based on the FY 2006 school demographic data; and
4. Schools can verify and change their 2006 school demographic information only via the data verification process.

### Section 2: Elaboration of Four Key Items

This section provides greater detail on each of the four key items stated above.

#### 1. Projected Release of the FY 2006 SRCS

The projected public release of the FY 2006 SRCS is December 15, 2006. Schools will have an opportunity to modify their school demographic information during the data verification window which will open on September 25<sup>th</sup> and close on October 31<sup>st</sup> (see Item #4 below).

#### 2. Fiscal Alignment of School Demographic Information and AIMS

Confusion from the field, especially from parents, in regards to the misalignment of the school demographic data and the AIMS data used in the SRCS has made it necessary to align these two bodies of data fiscally. The fiscal year 2006 SRCS will represent the first time school demographic data and AIMS data will be in fiscal alignment. As a result, the school demographic data your school submitted between August-September 2005 for fiscal year 2006 via the School Report Card Data Collection Application and the AIMS data collected in fiscal year 2006 will both be used to populate the fiscal year 2006 School Report Cards.

### 3. Request for hard copies

- If you indicated in 2005 your school needed hard copies, the ADE print shop will publish and send that many copies to your school.
- If you indicated in 2005 your school needed hard copies and you no longer wish to receive hard copies, please modify your request accordingly via the School Report Card data collection website (see Item #4).
- If you did not indicate in 2005 your school needed hard copies and you wish to receive hard copies, please modify your request accordingly via the School Report Card data collection website (see step #4).

### 4. Data Verification Window for Fiscal Year 2006 School Demographic Data

It is important to note the following:

1. This data verification window applies only to data pertaining the fiscal year 2006 (i.e., academic year 2005-2006).
2. This data verification window applies only to schools that:
  - A. submitted SRC data between August-September 2005 and would like to modify their data; or
  - B. did not have an opportunity to submit SRCS data between August-September 2005 and would like to supply this information.

The SRC data collection application will open on Monday, September 25, 2006 and close on Tuesday, October 31, 2006. In accordance with A.R.S. §15-746, all Arizona public schools must submit a School Report Card.

To access the School Report Card application:

1. Go to the Department of Education's web site at [www.ade.az.gov](http://www.ade.az.gov).
2. Click on Common Logon. You will find this on the top far right on our web site.
3. Enter your USER NAME and PASSWORD. **You do not need a new password for the School Report Card application.**
4. Click Continue.
5. Click on SCHOOL REPORT CARDS.

If you experience any difficulties with the Logon or Password, please contact the Support Center at [enterprise@azed.gov](mailto:enterprise@azed.gov) or call (866) 577-9636 or (602) 542-7378. If you are a new administrator and do not have a username and password, you will need to contact our Support Center at the above email or phone numbers to receive one.

It is the school's responsibility to edit the SRC submission for errors before submitting report card data. **This year schools will be able to edit the report card until the closing of the application October 31, 2006.**

The deadline for submission of your school's data for fiscal year 2006 to ADE is **Tuesday, October 31, 2006. Please note, failure to submit the school report card may result in the withholding of classroom site fund monies as indicated in A.R.S. §15-241 and/or make the LEA ineligible for competitive federal grants.** Additionally, a list of schools that fail to submit a

SRC will be made available to the public and the Arizona Legislature. Given the importance of this data collection, please add this important date to your calendar.

### **Section 3: ADE, LEAs and Schools Responsibilities**

Below we describe the various responsibilities of the ADE, LEAs, and schools regarding the report cards.

#### **State Responsibilities**

In accordance with the requirements of No Child Left Behind (NCLB), the state will prepare the LEA and State Report Card for dissemination. The state will provide the LEA one hard copy of their District Report Card and the LEA will be responsible for the printing and dissemination of the District Report cards to parents. NCLB also requires School, District, and State Report Cards be produced for Non-English speaking parents so they have access to the same information as English speakers.

#### **Local Educational Agencies (LEAs) Responsibilities**

LEAs must disseminate District and State Report Cards to:

1. All schools served;
2. All parents of students attending those schools; and
3. The community, through public means, such as posting on the Internet, distribution to the media, and distribution through public agencies, public libraries, etc.

LEAs are also responsible for producing school and district report cards for non-English speaking parents. LEAs may use their regular method of communicating with parents to meet the dissemination requirements so long as it provides information to all parents.

#### **School Responsibilities**

According to A.R.S §15-746, each school is responsible for the following actions:

1. The distribution of an Arizona School Report Card to the parents and/or guardians of students who are currently enrolled at the school. This distribution is to occur no later than the last day of each fiscal year;
2. The presentation of pertinent information relating to the school's Arizona School Report Card at an annual meeting; And
3. A school may also wish to remind parents that they can obtain a copy of their school's report card by contacting the ADE or making a request at a public library in the state since most have internet access and printing capabilities.

### **Section 4: Release Dates and Deadlines for the Submission of Information**

The ADE will release information for schools and the public on the **projected** dates provided below. Also displayed are the deadlines for the submission of information to modify the FY 2006 school demographic data.

<b>Important Dates:</b>	
Data verification and correction window	September 25 – October 31, 2006
Public release of the FY 2006 SRCS	December 15, 2006

If you have any questions regarding this memo or would like to request hard copies of any of the reports, please send an email to [reportcards@azed.gov](mailto:reportcards@azed.gov).

Thank you for your time and cooperation.

Sincerely,

Alphonse Damas, Ph.D.  
Director of Integrated Data Management